



JOB DESCRIPTION

JOB TITLE: Police Sergeant

DEPARTMENT: Police Department

REPORTS TO: Police Commander

DATE: April, 2009

EMPLOYEE UNIT: POA

Supersedes: May, 2005

FLSA EXEMPT: No

JOB SUMMARY: Under general supervision of the Police Commander, the Police Sergeant is an experienced sworn peace officer who supervises line personnel, manages various police programs and provides all aspects of general law enforcement services to the community.

CLASS CHARACTERISTICS: This is a supervisory sworn law enforcement classification under section 830.1 of the California Penal Code that meets and maintains all standards required by P.O.S.T. Principal Duties include supervision of police personnel and oversight of various work programs within the police department. Police Sergeants are also expected to perform field duties relating to response to emergencies, general and directed patrol, investigation of crimes and other non-criminal incidents, traffic enforcement and control, assisting in crime prevention activities, and other law enforcement services and duties as required. A significant degree of initiative, independent judgment, and discretion is required of incumbents to develop, maintain, and successfully perform supervisory tasks in a community oriented, problem solving approach to policing.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Police Commander, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Plans, organizes, assigns, directs and reviews staff and activities during an assigned shift or in an assigned function.
2. Assists in the development of department goals, objectives, policies, procedures, performance standards and annual budget, and manages programs or department divisions which are under his or her control.
3. Ensures the equitable implementation of laws, ordinances, policies, procedures and performance standards.
4. Maintains discipline and communicates and interprets policies and procedures to department personnel.

5. Responsible for the productivity and morale of assigned staff, assists and counsels staff to perform their functions properly, evaluates staff based on performance standards.
6. Sergeants assigned to the Patrol Division perform as Watch Commanders who are responsible for police department operations in the absence of higher ranking officers.
7. Reviews a variety of police reports and other documents to ensure that they are completed in a proper and timely fashion, and that corrections are made when necessary.
8. Communicates with and contacts members of the community to ensure that quality customer service is rendered and investigates citizen complaints regarding police personnel or procedures.
9. Confers with and provides assistance to other City staff.
10. Participates in the selection of assigned personnel and monitors their training and professional development.
11. Represents the City in meetings with other law enforcement agencies, professional, business, and community organizations.
12. Coordinates P.O.S.T. training.
13. Maintains holding cell facility.
14. Assists officers and performs all duty requirements of police officers and corporals.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Highly recommend the possession of a Bachelors degree or currently in the process of attaining one.
2. Must have successfully completed probation as a police officer with the Morgan Hill Police Department and have completed three years of patrol experience.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Possession of a P.O.S.T. Intermediate Certificate.

Other Requirements:

1. Must be willing to work various hours, rotating shifts, weekends and holidays, and be available for callback. Sergeants designated to special assignments may be required to work flexible schedules.

Knowledge of:

1. Advanced law enforcement terminology, concepts, and department policies and performance standards.
2. Applicable federal, state and local laws and appropriate court decisions, including those relating to supervision, civil liability, and P.O.S.T. training standards.
3. Supervisory principles and methods, including goal setting, training, teamwork, and problem solving.

Skill in:

1. Planning, organizing, assigning, directing, and evaluating work assigned to staff.
2. Training, and motivating department members.
3. Preparing clear, concise, competent, and timely reports, correspondence and other written materials.
4. Directing emergency operations efficiently and effectively.
5. Providing outstanding customer satisfaction (internally and externally).
6. Use of common office software including Microsoft Office and applicable specialized law enforcement software.
7. Proficient use of firearms, two-way radios, and other specialized law enforcement weapons and equipment.
8. Community/Problem Oriented Policing methodologies.

Ability to:

1. Interpret and apply complex laws, procedures, and policies.
2. Make rapid, sound judgments within legal and procedural guidelines.
3. Interpret and implement policies, procedures, goals, objectives, and performance standards and objectively evaluate personnel with respect to these standards.
4. Establish and maintain effective work relationships with those contacted in the course of work.
5. Prepare and present in-service training material to all Department members.
6. Supervise, foster teamwork and motivate personnel toward achieving the Department's Mission.
7. Analyze problems, evaluate alternatives, and recommend solutions.
8. Perform in a manner which reflects the City and Police Department mission, values and goals.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. While performing the duties of this job, the employee is regularly required to run, jump, push, pull, drive safely at high speeds and in adverse conditions, physically apprehends and subdues suspects.
3. Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 50% indoors and 50% outdoors (including time spent in a patrol or other police vehicle.) Employee goes from being seated in a docile position in their police cars or office to a highly energized position, and then return to the docile position. The job can be very fast paced and may require quick changes in pace within a short period of time
2. While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office.
3. Employee regularly works outdoors at all times of day and in all weather conditions, and are routinely exposed to hazardous situations that may result in injury, death, or use of deadly force on others.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting, and yelling.